



Town of Buckeye Human Resources Department JOB POSTING

092-06 PLANNER, ASSOCIATE

NUMBER OF VACANCIES: 2
DEPARTMENT: Community Development
PAY GRADE: 60 Exempt
DAYS WORKED: Monday - Friday
TYPE OF POSITION: Full-Time – Classified

POSTING DATE: August 30, 2006
WORK LOCATION: 90 N. Apache Rd.
SALARY RANGE: \$3,927 - \$5,802 per month
HOURS WORKED: 8:00 am to 5:00 pm

POSITION CLOSES: Open Until Filled

**Candidates who submitted applications during 2006 recruitment should not re-apply.
Your application is still active for this recruitment.**

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the "Job Opportunities" menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under general supervision, performs professional planning work of current planning development projects.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides technical and professional planning services to achieve consistent and sustainable development in the Town; assures project plans are in conformance to Department goals, and in compliance with local, state and Federal codes and regulations;
- Reviews and evaluates project designs, plans, and technical documents for compliance with Town standards and state regulatory requirements.
- Prepares and processes paperwork and reports necessary for review of current planning and zoning cases.

(Job posting continues on back and/or next page.)

- Works with the public in resolving questions concerning the Town's zoning and ordinance requirements.
- Reviews single family residential development plans with developers, builders, utility companies, and other Town departments; summarizes all input for presentation to the Planning & Zoning Commission and Town Council.
- Answers inquiries and assists the public and other agencies in matters relating to planning and permit review; provides general plan information within scope of authority.
- Manages special projects as assigned.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in planning or related field, and one (1) year experience in public sector planning; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town policies and procedures.
- Knowledge of applicable statutes, rules, ordinances, codes and regulations.
- Knowledge of planning topics including land uses, housing design review, and data collection.
- Knowledge of principles and practices of community planning.
- Knowledge of the principles of record keeping and records management.
- Skill in interpreting technical documents and map specifications.
- Skill in presenting technical information to the general public, boards, commissions and elected officials in a clear and concise manner.
- Skill in reading, interpreting, understanding and applying planning standards and procedures, applicable Federal rules and regulations, and Town policies and procedures.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

Special Requirements: Possession of a valid Arizona Drivers License; specific technical training and certifications may be required.

Physical Demands / Work Environment: Standard office environment

Reports To: Planning and Zoning Manager

Supervision Exercised: None

FLSA Status: Exempt